

**For  
managers**

# How to develop a recognition plan

**For  
Supervisors**

Select at least two or three specific ideas you will implement to recognize everyone you supervise at least once each month. This can range from:

\* Verbal recognition like saying "good job", "I appreciate your work"...

\* Recognition in a group: verbal, certificate, etc.

\* Written recognition like a letter from your Division or Region supervisor

\* Plan daily ideas

Plan In-formal ideas

Plan formal ideas

## The eight keys to successful recognition

**Key 1:** Write down the names of those individuals you supervise.

**Key 2:** Divide them into groups, where you will recognize some each week during the month. For example, if you supervise 8 people, then you would write down the names of two people for each week.

**Key 3:** Then write down the kinds of things you want to recognize them for. E.g. Perhaps you want to tell one person "thanks for staying late" if you know they often work late to help out. Perhaps you want to give another person a certificate for "extra effort" on a project.

**Key 4:** Put this in your monthly calendar (Groupwise, Palm, Franklin planner).

**Key 5:** Keep track of when you follow through and make a note of it.

**Key 6:** Give yourself a reward when you meet your goal of recognizing everyone at least once during the month. (buy yourself a treat, do an activity you really enjoy, say some positive affirmations...)

**Key 7:** Repeat steps 1 through 6 each month and it will become a powerful habit for improving the workplace.

**Key 8:** Inform your supervisor about what's working well.